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SEP 20 2018

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2018-022

To: All Employees and Retirees
From: Director, Department of Administration
Subject: AMENDMENT - FY2019 Health Insurance Open Enrollment
September 17 –28, 2018 Administrative Leave

In an effort to effectively communicate the FY2019 Open Enrollment Period and provide employees with an opportunity to enroll in a health plan that best suits their needs, administrative leave may be granted for employees who wish to attend the open enrollment venues as follows: (for line agencies, refer to DOA Personnel Rules & Regulations §8.402).

September 17 th to 21 th	September 21 st , 24 th to 28 th	September 22 nd , Saturday
<u>Guam Museum</u> , 1 st floor, 10 am – 3 pm (presentation from 10 am – 11 am)	<u>Micronesia Mall</u> , 1 st floor, across Sushi Rock, 10:30 am – 6:30 pm	<u>Micronesia Mall</u> , 1 st floor, across Sushi Rock, 10 am – 2pm
<u>ITC Bldg.</u> , 2 nd Floor, DOA Training Room, 9 am – 3 pm	<u>ITC Bldg.</u> , 2 nd Floor, DOA Training Room, 9 am – 3 pm	

Additional presentation dates are scheduled as follows:

September 25 th and 26 th
<u>Guam Legislature</u> , Public Hearing Room, 4 pm (presentation)

The FY19 rates will take effect pay period ending October 13 and October 15 for employees and retirees, respectively. Subscribers enrolled in the NetCare Health Plan will not have coverage effective October 1, and therefore, advised to visit one of the venues identified above to enroll during this OE Period. Subscribers may also enroll at their respective agency/department. Si Yu'us Ma'ase.

EDWARD M. BIRN